

CONCORD FIRE & LIFE SAFETY

Fire Marshal's Office

100 Warren C. Coleman Blvd • Concord, North Carolina 28027
Telephone 704-920-5517 • Fax 704-920-6936

FIRE ALARM Submittal Checklist for QUICK START PERMITS

**This checklist must be completed and submitted along with all
Standard Fire Alarm Permit Applications & Fees**

To qualify for a QUICK START permit the system must have a current UL Certificate or FM Placard, and the proposed changes involve less than 5 devices, and may include a remote power supply.

One set of reference plans shall be submitted in a minimum 8 ½" x 11" format. The Designer of Record must oversee and stamp each sheet of the submittal.

An email, with an attached pdf file, can be sent in if the file isn't too large (email to fmo@concordnc.gov).

Any modification to a UL Certificated or an FM Placarded system may require an updated certificate or placard to be issued.

The submittal shall include:

- ☐ Copy of UL certificate, **or**
- ☐ Copy of FM placard;
- ☐ A description, the location, and the scope of the project;
- ☐ One (1) plan set for field reference;
- ☐ One (1) set of manufacturer's specification sheets on all equipment to be used. Clearly mark the specific model of equipment used.
- ☐ A list of the contractually responsible parties:
 - 1. Monitoring, retransmission of signals, associated record keeping, & reporting of signals;
 - 2. Installation;
 - 3. Testing and Maintenance; and
 - 4. Runner service.

I VERIFY THAT I DESIGNED OR DIRECTLY SUPERVISED THE DESIGN OF THIS ALARM SUBMITTAL AND I VERIFY THAT SUBMITTAL REQUIREMENTS ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

Designer of Record Name: _____ Designer of Record Number: _____

Designer of Record Signature: _____ Date: _____